

DATA COLLECTION AND REPORTING INSTRUMENTS FOR MONTANA MIGRANT EDUCATION PROJECTS

Form Number/Name	Description	Person/Agency Completing Form	Due to the State Education Agency (SEA)
1. Certificate of Eligibility (COE)	Used to document MEP eligibility.	Clerks/Recruiters	Ongoing
2. Health Data Entry Form Part I	Used to enter New Generation System (NGS) data	Nurses (LEAs)	Ongoing
3. Health Data Entry Form Part II	Used to enter NGS data	Nurses (LEAs)	Ongoing
4. Verification of Birthdate	Used to enter NGS data	Directors, teachers, paras, recruiters	Ongoing
5. Out-of-School Youth Profile	Used to document out-of-school youth needs	Directors, teachers, paras, recruiters	Ongoing
6. Elementary Withdrawal Form	Used to inform sending state staff of student progress	Directors, teachers, paras, recruiters	Once students migrate
7. Secondary Withdrawal Form	Used to inform sending state staff of student progress	Directors, teachers, paras, recruiters	Once students migrate
8. Student Oral Language Observation Matrix (SOLOM)	Used to determine level of language proficiency	Directors, teachers, paras, recruiters	Once students arrive
9. Needs Assessment Survey	Used by the SEA and LEAs/LOAs to plan program services based on input from various stakeholders.	Directors, teachers, paras, recruiters	1/31
10. Montana MEP Parent Survey	Used to obtain information on needs assessment and parent satisfaction with MEP services	Parents	8/15
11. Montana MEP Staff Survey	Used to document the effectiveness of the MEP services provided to migratory youth in Montana.	Directors, teachers, paras, recruiters	8/15
12. Montana MEP Success Story	Used to document individual and/or program-wide success stories	Directors, teachers, paras, recruiters	8/15
Application/Report Name	Description	Person/Agency Completing Form	Due to the SEA
Summer Program Application	Used by LEAs to apply for MEP funds for summer programs	LEAs/LOAs	2/15
Regular Year Program Application	Used by LEAs to apply for MEP funds for regular school year programs	LEAs/LOAs	8/1
Performance Report	Completed by LEAs and used by the SEA to report program activities and outcomes to OME	SEA	6/15 Regular 8/15 Summer



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